



## AVIATION PROGRAM GUIDELINES

1. Complete the free online college application at [www.admissions@atlanticcape.edu/apply](http://www.admissions@atlanticcape.edu/apply).
2. Complete financial aid and scholarship applications. For questions, visit the college's website at [www.atlanticcape.edu/finaid](http://www.atlanticcape.edu/finaid) or email [finaid@atlanticcape.edu](mailto:finaid@atlanticcape.edu).
3. Take the placement test or submit SAT/ACT scores, or if transferring from another college, have official transcripts sent to the Admissions Office electronically at [transcripts@atlanticcape.edu](mailto:transcripts@atlanticcape.edu) or to the Admissions Office, 5100 Black Horse Pike, Mays Landing, NJ 08330.
4. Complete the attached form **with the required documents** and submit to [aviation@atlanticapec.edu](mailto:aviation@atlanticapec.edu), or mail to the Aviation Department, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330:
  - a. Proof of US citizenship (passport or birth certificate). Non-US citizens must have proof of approval from the Transportation Security Administration (TSA). Contact the Aviation Studies Department for assistance in obtaining approval.
  - b. FAA Class I medical certificate for Professional Pilot. Class II FAA medical certificate for Professional Helicopter and Air Traffic Control. Refer to the following link for a list of FAA approved medical examiners: <https://flightphysical.com/ame-directory/new-jersey>
  - c. Current driver's license.
  - d. If you are a veteran, include your Certificate of Eligibility. If you do not have a Certificate of Eligibility, contact the Veterans Call Center at 1-888-442-4551.
5. Meet with the Aviation Advisor to schedule courses for the upcoming semester.
6. Register for classes.
7. Pay for classes or make arrangements for the payment plan with the Bursar's Office, [bursar@atlanticcape.edu](mailto:bursar@atlanticcape.edu). Tuition and fees are listed on our website, <https://www.atlanticcape.edu/admission/costs.php>

### Information for Veteran Students

**Veteran students must have a Certificate of Eligibility on file with Maria Giordano, Veterans Certifying Official, in lieu of payment. If a student is not 100% VA funded, the student is responsible for the balance of tuition and fees. For questions, email [mgiordan@atlanticcape.edu](mailto:mgiordan@atlanticcape.edu). Veteran students must be pursuing a degree. The VA has strict regulations on the percentage of VA funded students enrolled in flight programs. Known as the 85/15 rule, this regulation prohibits paying VA education benefits to students enrolling in a degree program when more than 85% of the students enrolled in that program are having any portion of their tuition, fees, or other charges paid for them by the VA.**

**Acceptance into either of the pilot programs is contingent upon Atlantic Cape meeting the 85/15 rule.**



## AVIATION PROGRAM STUDENT INFORMATION FORM

### Select One Program of Study

- Professional Helicopter Pilot Option (Aviation Studies), Associate in Science
- Professional Pilot Option (Aviation Studies), Associate in Science
- Aviation Studies, Associate in Science
- Air Traffic Control Terminal, Associate in Applied Science

Student ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

\_\_\_\_\_

City State Zip

Phone Number: \_\_\_\_\_ County of Residence \_\_\_\_\_

Email Address: \_\_\_\_\_

Military Status (if applicable): \_\_\_\_\_

### Terms and Conditions for All Aviation Program Students

1. I understand the program requirements listed on the Aviation Program Guidelines form.
2. I understand that I must read and write English clearly.
3. I understand that I must pass a security background investigation.
4. I understand that graduation from the programs does not guarantee employment.
5. I grant permission to Atlantic Cape to release my personal and academic records as necessary to verify my completion of the program requirements.
6. **I understand that flight training requires flying a minimum of 3 times per week and necessitates a flexible schedule.** Fixed wing training is based at Atlantic City International Airport in Egg Harbor Township, NJ. Helicopter training is based at Flying W Airport in Medford, NJ.

The information I have provided is true and correct to the best of my knowledge. I acknowledge that any intentional falsification will result in immediate dismissal from the program with no refund of tuition and fees.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**DEADLINE TO REGISTER AND PAY FOR AVIATION CLASSES IS 3 WEEKS PRIOR TO THE START OF THE SEMESTER**

Submit this form **with all required documents** to [aviation@atlanticcape.edu](mailto:aviation@atlanticcape.edu), or mail to Aviation Department, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330. Any questions, email [aviation@atlanticcape.edu](mailto:aviation@atlanticcape.edu), or call 609-625-1111, ext. 5272.

*Atlantic Cape does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender or sexual orientation.*



## EMERGENCY CONTACT INFORMATION

In case of emergency, please contact:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date